

# LAND SURVEYOR-IN-TRAINING

## APPLICANT INSTRUCTIONS AND CHECKLIST

*RETURN THIS CHECKLIST WITH YOUR APPLICATION*

### INSTRUCTIONS

**GENERAL.** Provide all information requested on the application form. **Do not** substitute a resume or other synopsis of your experience and/or education for any part of the application form. If additional space is needed please photocopy that portion of the form.

**REFERENCES.** Make a sufficient number of copies of our **Reference Form** to send one to each of your references. Keep a blank Reference Form for your future use in the event a reference does not respond. In addition to the Reference Form, you should send each of your references a **stamped** envelope on which you have placed the Board address label (labels ARE included as part of this application packet). Reference Forms received from applicants are **not** acceptable. They must come directly from the references.

**TRANSCRIPTS.** For your convenience, a Transcript Request Form is included as a part of this application packet. Complete this form and send it (and any required fee) to the college or university you attended. If you attended multiple colleges or universities, please send a transcript request form to each one. Transcripts received from applicants are not acceptable. They must come directly from the college or university.

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### APPLICATION CHECKLIST

Before you mail your application to the Board, please check the following items carefully. Your attention to these details will make it possible for the Board Staff to process your application without delay.

Have you:

- \_\_\_\_\_ Marked the box on the application form indicating which address you want us to use?
- \_\_\_\_\_ Requested your college or university to send an official transcript directly to the Board?
- \_\_\_\_\_ Completed the "References" portion of the application form and sent a Reference Form and Board-addressed and stamped envelope to each of your references and kept a blank copy of the form for yourself?
- \_\_\_\_\_ Differentiated between "Total Time" and "LS Time" in the **EXPERIENCE** section of the application form and totaled the time at the bottom of the columns? (See Form OF-7b, Special Notice to Land Surveyor and LSIT Applicants)
- \_\_\_\_\_ Signed the application before a notary public? (Be sure the notary portion is filled out completely.)
- \_\_\_\_\_ Included a check or money order in the amount of \$95.00 made payable to the **BOARD OF PE & PLS?**
- \_\_\_\_\_ Included this Checklist with your application?

# NOTICE TO ALL APPLICANTS

Be sure you submit your application to the Board before you send out your reference letters. We must receive your application prior to receiving letters from your references. If we receive responses from your references and do not have your application on file, they may be misplaced, causing a delay in the processing of your application.

STATE OF IDAHO

Board of Registration of Professional Engineers and Professional Land Surveyors  
5535 West Overland Road, Boise, Idaho 83705, Telephone (208) 373-7210 TDD Relay 1-800-377-3529

**APPLICATION FOR REGISTRATION AS A PROFESSIONAL LAND SURVEYOR OR  
CERTIFICATION AS A LAND SURVEYOR-IN-TRAINING**

THIS FORM MUST BE COMPLETELY FILLED OUT AND NEATLY LETTERED OR TYPED

I, \_\_\_\_\_  
Full Name

(\_\_\_\_\_  
Your name as it should appear on certificate, if issued

a \_\_\_\_\_ citizen of \_\_\_\_\_, hereby make application as  
Sex Country

indicated and enclose \$ \_\_\_\_\_ payable to the **Board of PE and PLS** and I understand  
(See Schedule)

that my application fee is **NOT** refundable. My application is for registration as:

(Mark appropriate box with an X)

- ☐ Professional Land Surveyor by Examination  
☐ Professional Land Surveyor by Comity  
☐ Land Surveyor-in-Training

The following information is submitted in support of my application:

1. Current Employer \_\_\_\_\_ ☐

\_\_\_\_\_  
Street Address or P.O. Box Number (Check Preferred Mail Address)

\_\_\_\_\_  
City State Zip Code

**TELEPHONE NUMBERS**

2. Home Address \_\_\_\_\_ ☐ Home (\_\_\_\_\_) \_\_\_\_\_  
Street Address or P.O. Box Number

\_\_\_\_\_  
City State Zip Code

Work (\_\_\_\_\_) \_\_\_\_\_

3. Date of Birth \_\_\_\_\_ 4. Social Security Number \_\_\_\_\_ Email \_\_\_\_\_  
(Month/Day/Year)

5. Have you ever been formally summoned for appearance at a trial or hearing in which you were charged with a violation of engineering or land surveying laws, ethics, conduct or performance or are such charges pending?

☐ NO ☐ YES If yes, provide an explanation in #16 on the last page of this application.

6. Have you ever applied for a certificate as an LSIT or a license as a Prof. Land Surveyor and been denied? ☐ NO ☐ YES  
Have you ever failed the LSIT or the PLS exam? (Answer only if you are applying for assignment to an exam) ☐ NO ☐ YES  
If you answered yes on either question, list the state(s) or jurisdiction(s) and give details in #16 on the last page of this application.

7. Will your land surveying services be offered or provided to the public through a business entity? ☐ YES ☐ NO

8. I passed the Fundamentals of Land Surveying (LSIT) exam in the State of \_\_\_\_\_ in \_\_\_\_/\_\_\_\_. Certificate No. \_\_\_\_\_.  
(Mo/Yr)

9. I passed the Professional Land Surveyor exam in the State of \_\_\_\_\_ in \_\_\_\_/\_\_\_\_. License No. \_\_\_\_\_.  
(Mo/Yr)

10. (Complete only if appropriate) My license in the state in which I was originally licensed is not current, however, I have a current license in the State of \_\_\_\_\_ and my license number there is \_\_\_\_\_. It was issued on \_\_\_\_/\_\_\_\_.  
(Mo/Yr)

**PLS APPLICANTS ONLY**

Attach a

Recognizable

Photograph

(Size 2" X 2.5" Overall)

With Face Not Less

Than Three-quarters

of an Inch Wide

- 11. References.** The references named below are familiar with my character, reputation and professional experience. (The Board requires a minimum of five references for a professional land surveyor, at least three (3) of whom are licensed professional land surveyors having personal knowledge of your land surveying experience and a minimum of three (3) references for LSIT, at least one (1) of which is a professional land surveyor. It is recommended that land surveyor applicants send reference forms to at least six (6) persons to assure five responses and that LSIT applicants send reference forms to at least five (5) persons to assure three responses. None shall be a relative, either by blood or marriage, nor a member of the Board. References other than current co-workers or partners should be included.)

NAME	BUSINESS RELATION	PLS? YES OR NO	COMPLETE MAILING ADDRESS
1.			
2.			
3.			
4.			
5.			
6.			

- 12.** Did you either graduate from high school or receive a GED? ☐ YES ☐ NO

- 13.** My **formal** education beyond high school consists of the following (List only enrollment for college or university credit; do not list workshops, seminars, etc. You must request that the College or University Registrar send a copy of your academic transcript **directly** to the Board office. A transcript request form is included in the application packet for your convenience.)

NAME AND LOCATION OF INSTITUTION	ATTENDANCE		CURRICULUM Surv., CE, Etc	DID YOU GRADUATE? YES OR NO	DATE IF GRADUATE D	DEGREE REC'D (IF ANY)
	FROM MO/YR	TO MO/YR				

- 14.** My **informal** education beyond high school consists of the following seminars, short courses, reviews, training sessions, etc. List those courses, etc. not listed in 13 above. Include the name and location of the institution, dates of training and courses completed.

15. My land surveying experience is presented below. **(Only experience up to the date of submittal of the application will be considered as valid. Experience anticipated between the date of the application submittal and the date of the examination or issuance of license will not be considered.** List all time chronologically **BEGINNING** with the earliest engagement after obtaining your formal education. Under "TIME ENGAGED" enter only that time spent in the practice of land surveying which is defined in Idaho Code as "responsible charge of surveying of land to determine the correct boundary description, to convey, to establish or reestablish land boundaries, or to plat lands and subdivisions thereof." Up to two years may be claimed for graduate land surveying education.)

	DATE		DESCRIPTION PRESENT A BRIEF NARRATIVE OF YOUR LAND SURVEYING RESPONSIBILITIES ON THE JOB	TIME ENGAGED IN LS WORK TO NEAREST MO				NAME AND ADDRESS OF EMPLOYER
	FROM	TO		Total Time		LS Time		
				Yr	M	Yr	M	
1.								
2.								
3.								
4.								
5.								
6.								
APPLICANT'S SUMMARY OF TOTAL TIME								
BOARD'S SUMMARY OF TOTAL TIME								

(If you need additional space, photocopy this sheet and attach it to the application.)

**16.** Use this space to provide explanations to questions asked previously, if needed. Number your responses to correspond to the questions for which you are providing an explanation.

**17. CERTIFICATION.** I, the applicant named in this application have read the contents hereof, and to the best of my knowledge and belief, the foregoing statements are true in substance and effect and are made in good faith. I certify that I have read and agree to abide by the Rules of Professional Responsibility that are in force at the time of this application. I understand that references are of a confidential nature and are not public records subject to disclosure to anyone.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**18. NOTARY PUBLIC**

STATE OF \_\_\_\_\_ )

County of \_\_\_\_\_ )

(NOTARY SEAL)

Subscribed and sworn to before me the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Signature of Notary Public \_\_\_\_\_

Residing in \_\_\_\_\_

My commission expires \_\_\_\_\_

**BOARD OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS**  
**QUALIFICATION AND FEE INFORMATION FOR APPLICANTS**

Examination for Professional Engineers (including Structural), Professional Land Surveyors, Engineers-in-Training and Land Surveyors-in-Training will be held in Spring and Fall, and applications **MUST be postmarked on or before January 10 or August 1, respectively.** Only completed applications will be presented to the Board for assignment. Approximately 3 to 4 weeks is needed for processing applications. Board meetings are generally scheduled for February and September for assignment to examinations.

The Fundamentals of Engineering (FE) examinations, for certification as an Engineer-in-Training, are given at the University of Idaho, Idaho State University and Boise State University, for the benefit of engineering students in their last two semesters, although non-students may be assigned to the FE examination at the universities.

## **Checks should be made payable to the Board of PE and PLS.**

### **BUSINESS ENTITY CERTIFICATE OF AUTHORIZATION APPLICATION FEE:**

Business Entity Certificate of Authorization..... 165.00

### **EXAMINATION APPLICATION FEES**

Professional Engineer (**Non-Structural**) examination or re-examination (comity fee below).....245.00  
 Structural Engineer (both Structural I and II) examination or re-examination\* (comity fee below) .....620.00  
 Professional Land Surveyor examination or re-examination (comity fee below).....245.00  
 Fundamentals of Engineering examination or re-examination for certification as an Engineer-in-Training.....85.00  
 Fundamentals of Land Surveying examination or re-examination for certification as a Land Surveyor-in-Training....95.00

### **COMITY (RECIPROCAL) APPLICATION FEES:**

Professional Engineer (May include "base discipline" **and** structural)  
     If applicant does not have an NCEES Record.....\$ 120.00  
     If applicant has an NCEES Record.....100.00  
 Professional Land Surveyor  
     If applicant does not have an NCEES Record.....120.00  
     If applicant has an NCEES Record.....100.00

### **DUPLICATE CERTIFICATE FEES:**

Any certificate lost, destroyed or mutilated.....10.00  
 Duplicate or second certificate.....10.00

\*For additional information, contact the Board office at (208) 373-7210 or see our website: <http://www.idaho.gov/ipels>.

## **ALL FEES ARE NON-REFUNDABLE** **BIENNIAL RENEWAL FEES**

Business Entity..... **(Annual not Biennial)** \$ 50.00  
 Professional Engineer.....80.00  
 Professional Land Surveyor.....80.00  
 Professional Engineer/Land Surveyor (combined).....160.00  
 Engineer-in-Training.....20.00  
 Land Surveyor-in-Training.....20.00  
 Retired .....10.00

Business Entity Certificates of Authorization expire annually on July 31. Renewal notices are sent in late June. Licenses and certificates issued to individuals expire on the last day of the month in which the individual was born, in even-numbered fiscal years for individuals born in even-numbered calendar years and in odd-numbered fiscal years for individuals born in odd-numbered calendar years. Individual renewal notices are sent out near the end of the month preceding their expiration. Idaho's fiscal year begins on July 1 and ends on June 30 and is numbered to correspond with the calendar year in which the fiscal year ends.

Branch examinations for the PE exam are given in the following categories:

Agricultural	Environmental	Metallurgical
Architectural	Fire Protection	Mining/Mineral
Chemical	Geological	Naval Architecture & Marine Engineering
Civil	Industrial	Nuclear
Control Systems	Manufacturing	Petroleum
Electrical & Computer	Mechanical	Structural

Any applicant passing the examination to which he or she is assigned is issued a license as a Professional Engineer with special qualification in a particular branch of engineering, but his or her practice as a Professional Engineer is not legally limited to the branch specified. It is left to his or her professional integrity to practice only in those fields in which he or she considers himself or herself to be qualified and competent.

Idaho has no reciprocity "agreement" with any state; however, it is the policy of the Idaho Board to honor the written examinations given by other states, and wherever possible give full credit to the examinations given by the applicant's home state. (This applies to Land Surveyor-in-Training, Engineer-in-Training, Professional Engineer and Professional Land Surveyor examinations). If the applicant has taken examination(s) in his home or "comity" state equal to those given in Idaho as to length of exam and quality, Idaho will usually not require the applicant to take additional examination(s). However, if the "comity" state requires Idaho registrants to take an additional examination, the Idaho Board may require applicants from that state to take an additional examination to comply with Idaho Law (Section 54-1219, Idaho Code). Applicants for licensure as a Professional Land Surveyor by comity must take, as a minimum, a 2-hour Idaho-specific examination.

In order for the Board to be able to verify experience, only experience up to the date of submittal of the application will be considered as valid. Experience anticipated between the date of the application submittal and the date of the examination or issuance of registration will not be considered and should not be listed on the application.

All Professional Engineer candidates with less than twelve (12) years of experience will be required to (1) take, or provide evidence that they have passed, an approved 8-hour Fundamentals of Engineering (EIT) examination, and (2) take and pass an 8-hour Principles and Practice examination, for a total of 16 hours, to be eligible for registration. They must also receive a passing grade on the Questionnaire.

Applicants in the discipline of structural engineering will be required to first be licensed in a "base discipline", have a minimum of two (2) years of experience in structural engineering after first becoming licensed, and then take and pass the 8-hour NCEES Structural I and the 8-hour NCEES Structural II examinations.

All Professional Land Surveyor candidates will be required (1) to take, or provide evidence that they have passed, an approved 8-hour Fundamentals of Land Surveying (LSIT) examination, (2) take and pass a 6-hour Principles and Practice of Land Surveying examination and (3) take and pass the Idaho-specific examination for a total of 16 hours of examination, to be eligible for registration.

Persons applying for assignment to the Fundamentals of Engineering examination who have a bachelor degree in a major other than engineering should contact the Board office at (208) 373-7210 to obtain a list of requirements which must be met in order for the Board to consider them to possess knowledge and skill approximating that attained through graduation from an approved four year engineering curriculum as required by section 54-1212(3)(b), Idaho Code.

Persons applying for assignment to the Fundamentals of Land Surveying examination who do not qualify for assignment under Idaho Code Sections 54-1212(4)(a) or 54-1212(4)(b) must submit evidence that they possess knowledge and skill similar to that attained upon completion of an approved college curriculum as required in Idaho Code Section 54-1212(4)(c).



# REFERENCE FORM

IDAHO BOARD OF REGISTRATION OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS  
5535 West Overland Road, Boise, ID 83705

REFERENCE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

I have applied to the Idaho Board of Registration of Professional Engineers and Professional Land Surveyors for registration or certification as

- ☐ a Professional Engineer – Discipline \_\_\_\_\_ ☐ a Professional Land Surveyor  
☐ an Engineer-in-Training ☐ a Land Surveyor-in-Training

and have referred to you as having personal knowledge of my qualifications. This form will remain confidential in accordance with Idaho Code §54-1210. Your prompt return of this form to the Board in the enclosed self-addressed stamped envelope would be appreciated. Thank you for your assistance.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

The following portion of this form is to be completed by the reference. All statements and information on the form are for the use of the Board. Your comments on experience and ability should relate to the field checked in the box above.

1. What is your personal and/or business relationship to the applicant? \_\_\_\_\_
2. I have known the applicant personally and have knowledge of his/her engineering or surveying work from approximately \_\_\_\_\_ to approximately \_\_\_\_\_.  
(Month/Year) (Month/Year)
3. Indicate your opinion of the applicant's qualifications in engineering or land surveying by placing an "X" in the appropriate spaces below. If an "INADEQUATE" box is checked, please attach a note of explanation to this form.

	Very Good	Good	Satisfactory	Inadequate	Unknown
Technical Competence					
Professional Integrity					
Personal Integrity					
Community Reputation					

4. Are you related to the applicant by either blood or marriage? ☐ YES ☐ NO
5. Please give additional information which you feel would assist the Board in evaluating the applicant's qualifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am Licensed as ☐ a PE ☐ a PLS ☐ Other (Please Indicate) \_\_\_\_\_ ☐ Not Licensed

Jurisdiction in which you are licensed \_\_\_\_\_ License No. \_\_\_\_\_ Discipline \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**Board of Registration of Professional Engineers  
and Professional Land Surveyors**

**SPECIAL NOTICE TO LAND SURVEYOR AND LSIT APPLICANTS**

The definition of the practice of land surveying varies from state to state. Idaho's definition, quoted below, is one of the most restrictive because it confines the practice to field and office work related only to property lines. Surveying work related to topographic mapping, profiles, ordinary construction surveying and other "engineering type" surveys cannot be considered as qualifying experience by the Idaho Board.

Section 54-1202 defines "land surveying" as "responsible charge of surveying of land to determine the correct boundary description, to convey, to establish or reestablish land boundaries, or to plat lands and subdivisions thereof."

You are cautioned to carefully consider the above definition in filling out your application for Professional Land Surveyor or Land Surveyor-in-Training and you are instructed to list your experience under Item 15 as shown in the following examples and the description **MUST** include your percentage estimate of professional land surveying time:

	DATE		DESCRIPTION PRESENT A BRIEF NARRATIVE OF YOUR LAND SURVEYING RESPONSIBILITIES ON THE JOB	TIME ENGAGED IN LS WORK TO NEAREST MO				NAME AND ADDRESS OF EMPLOYER
	FRO M	TO		Total Time		LS Time		
				Yr	M	Yr	M	
1.	July 1977	June 1979	Construction inspection, mapping control network and boundary locations for major mining company in Northern Idaho. <b><u>25% land surveying; 50% engineering surveying; 25% drafting</u></b>	2	0	0	6	WYZ Mining Corp. P.O. Box 1234 Kellogg, Idaho 83837
2.	July 1979	June 1982	Locate roads and bridges, boundary and R/W, prepare descriptions for heavy construction project. <b><u>50% land surveying; 50% engineering.</u></b>	3	0	1	6	ABC Construction Co. Box 500 Lewiston, Idaho 83501
3.	July 1982	June 1988	All field and office work for preparation of subdivision plats for land development projects in Idaho. <b><u>100% land surveying</u></b>	6	0	6	0	A & A Surveying, Inc. 1227 Noe Place Boise, Idaho 83707

You are further informed that your application may be returned or delayed unless the above illustrated method of indicating your experience record to the Board is followed. If experience is not continuous, list activities during the period of non-surveying activities under Item 16.

\_\_\_\_\_  
(Date)

College or University Registrar  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Registrar:

Enclosed please find my fee in the amount of \$ \_\_\_\_\_ in payment for a transcript of my scholastic record. I attended college during the years \_\_\_\_\_ to \_\_\_\_\_. I received my degree on \_\_\_\_\_. My Social Security Number is \_\_\_\_\_ and my date of birth is \_\_\_\_\_.

My student identification number was \_\_\_\_\_.

Please send the transcript **directly** to the following address:

Board of Professional Engineers  
and Professional Land Surveyors  
5535 West Overland Road  
Boise, ID 83705

The Board of Professional Engineers and Professional Land Surveyors have informed me that they will treat the transcript in accordance with the provisions of the Education Rights Privacy Act and that no unauthorized person will have access to the transcript.

Sincerely,

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Printed Name and Address)

## IMPORTANT NOTICE

### ATTENTION ALL EXAMINATION APPLICANTS

#### in the State of Idaho

Group I Professional Engineer examinations will be given in both the Spring and Fall. Group II examinations will be given in the Fall only, except for Architectural Engineering and Naval Architecture and Marine Engineering, which will be given in the Spring.

<b>GROUP I</b>	Chemical (ChE)	Electrical & Computer (EE)
	Civil (CE)	Environmental (EnvE)
	Mechanical (ME)	Structural I and Structural II (SE)
<b>GROUP II</b>	Agricultural (AgE)	Control Systems (CsE)
	Architectural (ArE)	Fire Protection (FpE)
	Geological (GeoE)	Industrial (IE)
	Manufacturing (ManE)	Metallurgical (MetE)
	Mining/Mineral (MinE)	Naval Architecture & Marine Engineering (NamE)
	Nuclear (NE)	Petroleum (PetE)

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The Professional Land Surveyor, Land Surveyor-in-Training, and the Engineer-in-Training examinations will continue to be given on a twice-yearly basis in the Spring and Fall.

#### EXAMINATION DATES

2005 - Spring	April 15 - Friday	PE and LS examinations
	April 16 - Saturday	EIT and LSIT examinations
2005 - Fall	October 28 - Friday	PE and LS examinations
	October 29 - Saturday	EIT and LSIT examinations
2006 - Spring	April 21 - Friday	PE and LS examinations
	April 22 - Saturday	EIT and LSIT examinations
2006 - Fall	October 27 - Friday	PE and LS examinations
	October 28 - Saturday	EIT and LSIT examinations
2007 - Spring	April 20 - Friday	PE and LS examinations
	April 21 - Saturday	EIT and LSIT examinations
2007 - Fall	October 26 - Friday	PE and LS examinations
	October 27 - Saturday	EIT and LSIT examinations
2008 - Spring	April 11 - Friday	PE and LS examinations
	April 12 - Saturday	EIT and LSIT examinations
2008 - Fall	October 24 - Friday	PE and LS examinations
	October 25 - Saturday	EIT and LSIT examinations

#### DEADLINES

The deadlines for filing applications for the examinations in Idaho are:

Spring examinations - January 10

Fall examinations - August 1

# Applicant Satisfaction Survey

Dear Applicant:

The application packet which you have received contains updated forms and some new procedures. We would appreciate it if you would complete the following questions and return this form to the Board office, along with your application. By answering these questions and giving any comments you may have, it will help us to better serve future applicants.

Thank you for your assistance.

*The Idaho Board of Professional Engineers and Professional Land Surveyors*

1. Were the questions on the application self-explanatory? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Did the checklist assist you in completing the application forms? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Were the procedures for sending the reference letters clear, including the use of the mailing labels? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Were the procedures for sending the verification forms clear? Yes \_\_\_\_\_ No \_\_\_\_\_

Any additional suggestions or comments you can give, positive or negative, would also be appreciated. If you wish to comment on any of the above questions, indicate the question number and your comments.

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

For the most current information on examination formats and examination study materials, we suggest that you contact the National Council of Examiners for Engineering and Surveying at (800) 250-3196 or visit their website at [www.ncees.org](http://www.ncees.org).

